



LUDWIG NII AFOTEY QUAYE

PHONE:

+233599950777 / +233278240648

EMAIL:

Ludy68@yahoo.com / Ludy.quaye@gmail.com

PROFILE

I am dedicated and efficient with working experience spanning across various fields such as the Legal field, Business field and the Clearing field. I am motivated to succeed in any role or space I find myself having garnered relevant experience from all of such fields. Having learnt and acquired the relevant skill of Leadership, I have been able to infuse such skills in relating with coworkers and clients alike and thus ensuring all relevant expectations from Team Tasks or Individual Task are met. I am Tech savvy and a Productive worker.

CONTACT

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HOBBIES

Playing Instruments
Reading
Swimming
Research
Art/ Sketching
Travelling

REFEREES

- Dr. Gerald Dapaah Gyamfi- Dean (Weekend School), UPSA
Contact - 0242874208
- Isaac Owusu Ansah- Lecturer, KNUST
Email: ikebunny@yahoo.com
Contact - 0244145640

EDUCATION

GHANA SCHOOL OF LAW

2023 – 2025
QCL Candidate

UNIVERSITY OF GHANA

2022 – 2023
LLM Corporate and Commercial Law

GIMPA

2019 - 2022
Bachelor of Law

KNUST

2011 - 2015
Bsc. Disability & Rehabilitation Studies

RELEVANT EXPERIENCE

Addo & Addo Legal Attorneys – Legal Assistant (Internship)

November 2022 – November 2023
Conducted Research for the Firm
Worked on Drafts for the Firm

E.B Addo Legal Consultancy – Legal Assistant (Internship)

June 2021–September 2021
Assisted with various office assignments
Filed cases at the High Court Complex, proofread and drafted documents.

Inamar Company Ltd. – Debt Recovery Officer

October 2018 –September 2019
Entered and kept track of daily sales, Designed payment structures for defaulting clients and ensured the recovery of such debts

Peace Clearing & Forwarding Agency - Field Assistant

August 2016 – September 2017
Assisted with the payment of duties, examination of arrived goods, Inspection, clearing of such items and delivery.

LEADERSHIP AND CERTIFICATES AWARDED

President, Law Students' Association(GIMPA) – 2021/2022
Public Relations Officer, KNUST – Department of Community Health 2015
Editor-in-Chief, KNUST – Department of Community Health 2014
Public Oratory Certificate – PRESEC.

SKILLS

Presentation & Communication skills, Strong interpersonal, Leadership skills, Poised under pressure, Excellent organisational skills, Problem Solving skill, Research skill, Creative.